

## EXAM APPLICATION INSTRUCTIONS

The exam is administered in Frankfort at The Public Protection Cabinet, 656 Chamberlin Avenue, Suite B. The completed exam application must be received in the Board office at least one week prior to the requested exam date. Once the application has been processed in the Board office, you will receive a confirmation notice showing the date and time your exam is scheduled. You are allowed three (3) hours to complete the exam.

We provide a non-printing, battery-operated calculator. Cell phones, pagers or study materials are not allowed in the exam room.

The Kentucky Board of Auctioneers complies with the Americans with Disabilities Act of 1990. To ensure equal opportunity for all qualified persons and by the applicant's request, the Board will make reasonable modifications for candidates with disabilities that might affect their taking the licensing examination.

Before a license is issued, you will be asked if you have a loan through the KY Higher Education Assistance Authority. If you are in default, the license will not be processed until arrangements are made with the KHEAA. (KRS 164.772)

Instructions for completing the exam application:

1. Check which exam you are applying for
2. If you are an apprentice applying for the principal exam, enter your license number
3. Enter which exam date you are applying for
4. Enter a daytime telephone number
5. Enter your name as you would use on a license
6. Enter your mailing address, county and email address
7. Enter your date of birth
8. Enter your social security number
9. Enter the year and school from which you obtained a high school diploma or equivalent (GED)
10. If you have previously been licensed by the Board of Auctioneers enter the information
- 11-14. Answer all questions
15. Apprentice applicants need the signature of the principal auctioneer who has agreed to be their sponsor
16. Principal applicants will need to complete this section and get the signature of their principal
17. Complete this if you are not a Kentucky resident and are requesting to waive the apprenticeship
18. All applicants read and sign
19. Notary certification required
20. Attach a recent photo
21. Enclose a check or money order for \$125.00 payable to the Kentucky State Treasurer
22. Attach copies of certificates for required completed education courses

**Please make sure your exam application is complete and any required materials are attached.**

The following is a brief summary of the licensing process. For more detail, please read KRS Chapter 330. The requirements to attain a Kentucky Apprentice license or an Auction House Operator license are: 1.) at least 18 years old, 2.) a high school diploma or an equivalent, 3.) trustworthy, competent and of good repute, 4.) completion of twelve (12) hours of pre-license auction education as required (KRS 330.060(1)(d) and 5.) successful completion of the exam. The apprentice exam applicant must be associated with a Kentucky-licensed Principal Auctioneer.

The experience requirements for an apprentice to take the Principal Exam (if licensed as an apprentice before 7/1/2010 or after 7/1/2015) are: 1.) one (1) year as an Apprentice, and actively and materially participated in 10 auctions before taking the Principal Auctioneer exam, 2.) successful completion of at least eighty (80) hours of approved classroom instruction from a board-approved auction education provider and 3.) successful completion of the Auctioneer exam. The completed exam application, fee and photo must be submitted to the Board at least one week before the desired test date.

Upon notification of passing the exam, the initial license fee is remitted with the License Application. All licenses expire on June 30<sup>th</sup>. Licensees will report 6 hours of continuing education. Renewals (due on or before June 30<sup>th</sup>) will be accepted only if continuing education (CE) has been earned between July 1st of the previous year and June 30th of the renewal year.